

Source References

#61 - #92

Ch. III - Section A

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*source Reference
CH. III - A*

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(First one under CH. III)

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CIA Exec. for IS-Acc Purf - 15 Oct. 1947

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ADMINISTRATIVE OFFICER
Responsible for internal office arrangements and supplies; personnel administration, administrative procedures, internal security measures, message center and maintenance of office records.

EXECUTIVE FOR INSPECTION AND SECURITY

- Provides for special inspections and investigations as directed by the Director.
- Provides for examination and audit of all CIA fiscal transactions and financial operations, including financial activities and reports findings and recommendations to the Executive Director.
- Formulates and supervises the implementation of security policies pertaining to the safeguarding of classified information, the security of operations, personnel, facilities, equipment and property.
- Formulates and supervises the implementation of security policies relative to the availability of other agencies to serve CIA in security matters, and to determine the adequacy of security controls in such agencies, including such planning for security projects as may be directed.
- Is responsible for the security of all CIA installations, including CIA facilities abroad, and maintains liaison with other agencies in this regard, including inspection of offices for security enforcement.
- Is responsible for the investigation and security clearance of all personnel for CIA employment, including foreign nationals, with certain exceptions which are stated separately.
- Is responsible for all complaints with the FBI and other government agencies concerning security matters pertaining to CIA.
- Will receive reports of violations of security policies and regulations on the part of CIA personnel and initiate appropriate action in each case.
- Maintain a central record of security reports on personnel and their utilization by CIA, with certain exceptions which are stated separately.
- Is responsible for maintaining liaison with the FBI on personnel security matters.

TO EXECUTIVE DIRECTOR

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ADVISORY COUNCIL
1. Maintains liaison with boards, committees, commissions and other bodies (not under CIA jurisdiction) for the purpose of— a) Advising the Director of activities requiring his cognizance or attention. b) Obtaining papers and documents of interest to the Director, including reports of inspecting boards and recommendations to the Director in connection therewith. c) Maintaining an office of record for the collection and filing of such papers and documents. 2. Coordinates with appropriate CIA activities in connection with those above requiring assistance to insure adequate and timely assistance and action when indicated. 3. Maintains liaison with and renders necessary assistance to the representatives of foreign governments in their relation with CIA.

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SECURITY BRANCH
1. Develops and enforces security regulations governing CIA personnel, property, installations, and facilities. 2. Is responsible for the investigation and security clearance of all personnel for CIA employment, including foreign nationals. 3. Conducts special security investigations of CIA offices and buildings; carries out the investigation of individuals who enter or maintain the pass and visitor control and the guard force. 4. Maintains liaison with the FBI on personnel security matters.

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SECURITY CONTROL DIVISION
1. Develops in cooperation with the security agencies of the government, uniform security measures, and security practices on matters of concern. 2. Prepares overall security and disciplinary plans for intelligence activities. 3. Develops coordinated security measures for all security practices. 4. Plans specific security plans, may be directed by the Director.

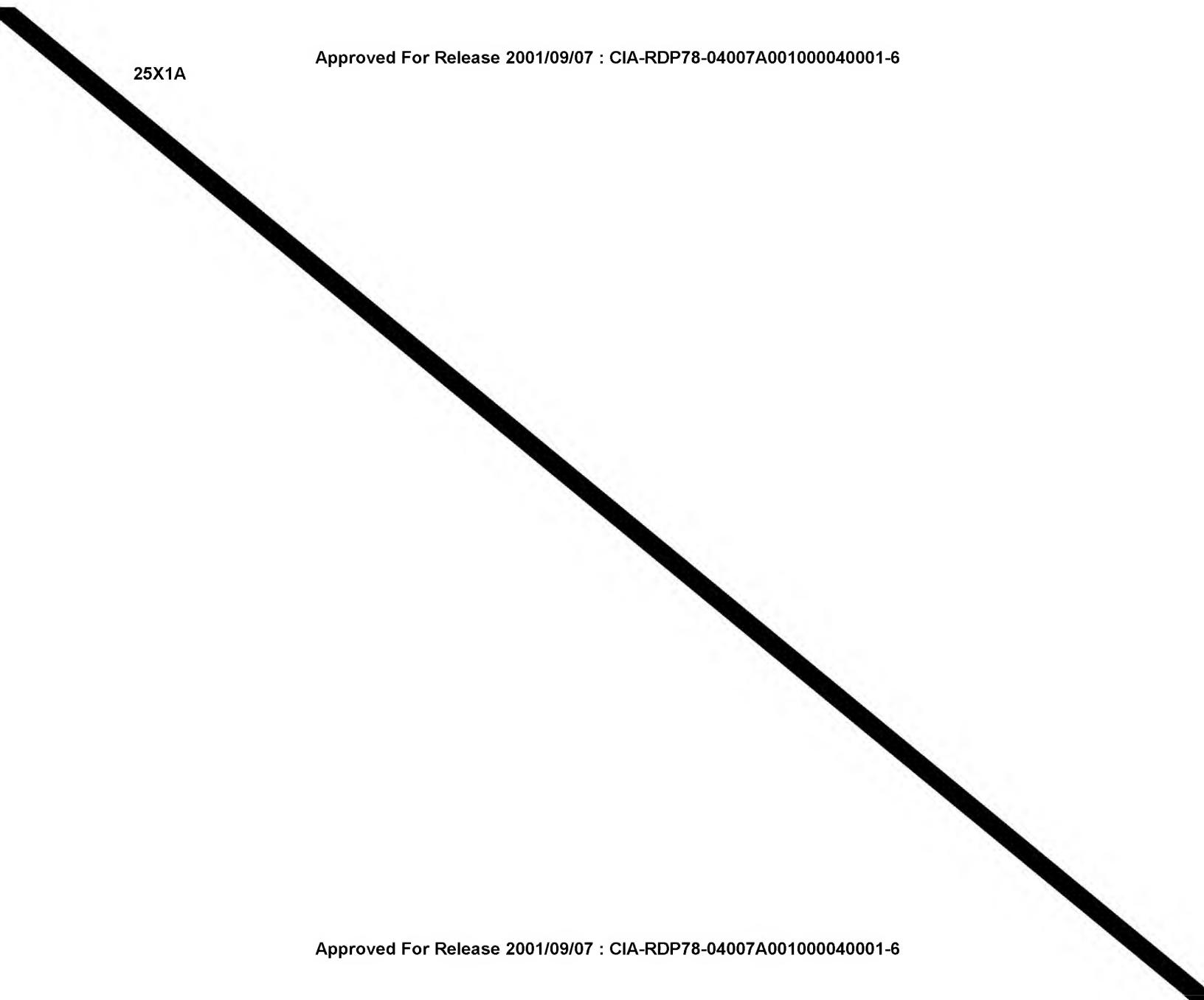
INVESTIGATION AND AUDIT BRANCH

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1. Conducts audits of the manner in which general funds are used and accounted for and reports of financial transactions involving the use of general funds. 2. Makes inspections to ascertain the manner in which intelligence activities are being performed. 3. As directed by the Director, conducts investigations of operations to ascertain the adequacy and effectiveness of service and support. 4. Makes special reports to the Director as requested.

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